

DELAWARE TRANSIT CORPORATION

POSTING NO. 007-2020

POSITION VACANCY POSTING

DATE OF POSTING: July 15, 2019

CLOSING DATE: August 8, 2019

METHOD OF APPLICATION: **Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **August 8, 2019**.

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POSITION #: _____ JOB CODE #: _____

POSITION TITLE Chief Innovation Officer

PAY GRADE: 21 PAY RANGE: \$67,840-\$101,760
(MINIMUM TO MAXIMUM)

LOCATION: Kent County DEPARTMENT: Chief Executive Officer
(Statewide Responsibility) SECTION: Innovation

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00am-4:30pm SCHEDULED DAYS: Monday to Friday

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SUMMARY OF POSITION:

The Chief Innovation Officer is responsible for leading the Delaware Transit Corporation and the Delaware Department of Transportation's efforts to innovate and develop new transportation alternatives for Delawareans. Efforts include, but are not limited to Mobility as a Service, Mobility on Demand, Connective and Autonomous Vehicles, and Mileage Based User Fees. The position is responsible for coordinating with other areas of DelDOT, state agencies, local governments, MPO's, and higher education for development and implementation of new projects and transportation models. They will also represent Delaware on various national organizations, such as Federal Highway Administration (FHWA), Federal Transit Administration (FTA), American Association of State Highway and Transportation Officials (AASHTO), American Public Transportation Association (APTA), and Transportation Research Board (TRB). The CIO plans, develops, and implements policies, planning processes, transit supportive land use policy development, preliminary engineering studies, and other activities related to developing new transportation alternatives. Other responsibilities include budget administration and tracking of federal/state funding programs and grants; and community outreach.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately. Failure to do so may result in disqualification

1. Bachelor's degree in Engineering, Planning, Business Administration, or related discipline OR five years of professional experience in at least one core transit element, including but not limited to Operations, Planning, Scheduling, or Mobility Services

Applicants must list the degree and/or years of professional experience they possess.

2. Three years of experience in project management, including experience developing and implementing strategic plans

Applicants must detail all experience in project management, including developing and implementing strategic plans.

3. Six months of experience in policy administration which includes overseeing and directing the development, implementation, and evaluation of policies impacting customers

Applicants must detail all experience in policy administration including the development, implementation and evaluation of policies impacting customers.

4. Six months of experience in operations management which includes planning, directing, coordinating and evaluating operations

Applicants must detail all experience in operations management which includes planning, directing, coordinating and evaluating operations

5. Experience in developing and implementing regulations

Applicants must detail all experience in developing and implementing regulations.

JOB DESCRIPTION: AVAILABLE ON-LINE AT www.dartfirststate.com

EQUAL OPPORTUNITY EMPLOYER

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

APPLY ON-LINE AT: www.dartfirststate.com

Delaware Transit Corporation

Job Code:
Pay Grade: 21

Chief Innovation Officer

Position Summary

The Chief Innovation Officer is responsible for leading the Delaware Transit Corporation and the Delaware Department of Transportation's efforts to innovate and develop new transportation alternatives for Delawareans. Efforts include, but are not limited to Mobility as a Service, Mobility on Demand, Connective and Autonomous Vehicles, and Mileage Based User Fees. The position is responsible for coordinating with other areas of DelDOT, state agencies, local governments, MPO's, and higher education for development and implementation of new projects and transportation models. They will also represent Delaware on various national organizations, such as Federal Highway Administration (FHWA), Federal Transit Administration (FTA), American Association of State Highway and Transportation Officials (AASHTO), American Public Transportation Association (APTA), and Transportation Research Board (TRB). The CIO plans, develops, and implements policies, planning processes, transit supportive land use policy development, preliminary engineering studies, and other activities related to developing new transportation alternatives. Other responsibilities include budget administration and tracking of federal/state funding programs and grants; and community outreach.

Typical Duties

The following is not a complete list of duties, and incumbents may be required to perform job duties similar to the kind listed below.

- Develop and advance new and innovative transportation alternatives with the goals of eliminating transportation barriers for low income and those with mobility challenges
- Recommend, develop and implement policy designed to improve the efficiency, effectiveness and safety of our transportation network and support new transportation alternatives
- Develop and direct the integration of various transportation modes for ease and convenience of use as well as reducing the environmental impact of the transportation network on air quality.
- Conducts analytical research and presents implementation alternatives on various public administration functions and service delivery activities.
- Identify and apply for grants to advance new transportation alternatives
- Create, cultivate, and maintain a multi-faceted public outreach program in order to better understand ridership needs, educate the public about transportation alternatives and construct effective incentive campaigns to boost use of public transportation
- Manages, directs, and oversees system planning activities, including scheduling, planning, coordination with regional planning efforts administered through the Metropolitan Planning

Organization, system and fleet management planning, research and policy development, and transit oriented development

- Oversees Federal reporting and related DTC projects and programs
- Oversees the development and administration of contract activities from terms and solicitations to delivery of goods and services
- Manages the day-to-day operation of the section, which includes responsibility for budget administration, cost allocation to projects, and personnel management

Knowledge, Skills and Abilities

The following is representative of the knowledge, skills, and abilities and is not all inclusive of every position under this job description.

- Knowledge of state and federal mandates
- Skill in budget preparation and administration
- Skill in the principles and practices of management and administration
- Skill in managing public/private partnerships
- Skill in the principles and practices of supervision
- Skill in contract negotiation and administration
- Skill in the principles and practices of producing and implementing public policy with direct impact on customers
- Skill in the principles and practices of project leadership and project management
- Ability to establish and maintain effective working relationships with internal and external customers, including local, state and federal agencies
- Ability to develop comprehensive plans and visualize their efforts
- Ability to develop recommended courses of action and express ideas clearly, concisely, and effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with a variety of individuals such as employees, project managers, staff, consultants, vendors, and the general public
- Ability to plan, schedule, assign, delegate and monitor the work of project teams
- Ability to think creatively and develop solutions to information system problems

Preferred Qualifications

- Bachelor's degree in Engineering, Planning, Business Administration, or related discipline OR five years of professional experience in at least one core transit element, including but not limited to Operations, Planning, Scheduling, or Mobility Services
- Three years of experience in project management, including experience developing and implementing strategic plans
- Six months of experience in policy administration which includes overseeing and directing the development, implementation, and evaluation of policies impacting customers
- Six months of experience in operations management which includes planning, directing, coordinating and evaluating operations
- Experience in developing and implementing regulations

Working Conditions

This position generally involves regular working hours and workdays, although scheduling conflicts, projects and/or emergency situations do call for extraordinary hours of work. Work is generally conducted in an office environment.

	FLSA
<input type="checkbox"/>	Exempt
	Non-Exempt